1971-72

# IFACULTY AND STAIFF GUIDIE



THE MISSISSIPPI BAPTIST JUNIOR COLLEGE

AR 883

#### TABLE OF CONTENTS

#### I. GENERAL

- 1. Academic Calendar
- 2. Brief History of the College
- 3. Purpose and Function of Clarke College
- 4. Chapel Programs

#### II. THE FACULTY AND STAFF

- Assignments and Directory
   For information and correspondence
- 2. Faculty Contract Section Duties and responsibilities Schedule of salary Digest of Baptist Faith and Message
- 3. Office Hours
  Faculty hours
  Administration hours
- 4. Faculty Meetings
- 5. Faculty Participation in Social and Cultural Events
- 6. Faculty Committees
  Administrative Council
  Admissions Committee
  Athletic Recreation Committee
  Disciplinary Committee
  Faculty Social Committee
  Library Committee
  Student Personnel Committee
  Student Publications Committee
- 7. Evaluation of Instruction
- 8. Professional Growth of Faculty

#### III. ACADEMIC POLICIES AND PROCEDURES

- 1. Class Attendance
- 2. Dropping and Adding Courses
- 3. The Class Period and Classroom
- 4. Evaluation of Student Performance
- 5. Faculty Advising

#### IV. INSTRUCTIONAL AIDS

- 1. Books, Bookstore, and Supplies
- 2. Duplicating or Printing Services
- 3. Visual Aids Equipment
- 4. Library Books
- 5. Course Syllabi
- 6. Student Assistants, Secretarial Help.

#### V. BUSINESS OFFICE INFORMATION

- 1. Policies and Procedures
- 2. Student Charges

Miss Valley Food Service

#### VI. STUDENT PERSONNEL SERVICES

- 1. Testing and Research
- 2. Guidance and Counseling
- 3. Student Activities

#### VII. DEFINITION OF RESPONSIBILITIES

- 1. Areas of Responsibility
- 2. Functions of Trustees
- 3. Functions of the President
- 4. Duties and Responsibilities of the Dean Registrar
- 5. Duties and Responsibilities of the Business Manager
- 6. Duties and Responsibilities of the Director of Development
- 7. Duties and Responsibilities of the Dean of Men
- 8. Duties and Responsibilities of the Dean of Women
- 9. Duties and Responsibilities of the Admissions Counselor
- 10. Duties and Responsibilities of the Librarian
- 11. Duties and Responsibilities of the Music Activities Director
- 12. Duties and Responsibilities of the Athletic and Recreation Director
- 13. Duties and Responsibilities of the Public Information Director
- 14. Duties and Responsibilities of the Campus Nurse
- 15. Duties and Responsibilities of the BSU Director
- 16. Duties and Responsibilities of the Superintendent of Buildings and Grounds
- 17. Duties and Responsibilities of the General Office Workers
- 18. Duties and Responsibilities of the Women's Resident Advisor
- 19. Organizational Chart for Administrative Responsibility

#### GENERAL

#### BRIEF HISTORY OF THE COLLEGE

The college was organized in 1908 by the General Association of Regular Baptists in Mississippi. The new school was named in memory of Reverend Nathan L. Clarke, who had been a prominent leader in the association for more than half a century. The purpose of the school was to provide for Baptist youth an education under Christian influence that would prepare them for more effective service in the work of Christ.

The first session was opened September 22, 1908, with S. B. Culpepper as President, a faculty of six teachers and an enrolment of 104 students. The growth of the school emphasized the fact that a supporting organization larger than the General Association was needed, and the Mississippi Baptist Convention accepted the school in 1914. L. G. Gates served one year as Acting President and was succeeded by M. O. Patterson. Other presidents of the early years were R. A. Venable, Bryan Simmons, T. A. J. Beasley, and John F. Carter.

For eleven years the college was operated as a senior coblege, granting the B.A. and B.S. degrees. In 1919 it was decided that it should be a Junior College, and since that time this has been its status. In its preparatory department it has offered the opportunity for mature students who have not finished high school to prepare for college work. Clarke College was accredited by the Mississippi Junior College Commission in 1926, during the presidency of H. T. McLaurin, being one of the first two schools thus recognized. McLaurin was followed by presidents W. T. Lowrey and John F. Carter.

Clarke College has known many discouraging and distressing times. Two disastrous fires in the first sixteen years, serious financial problems, and a far greater need to meet than the supporting constituency provided for, all combined to produce tremendous difficulties through which very few schools could have survived. Several times the people of Newton answered the challenge in a herioc way and made large contributions to preserve the school.

During the stormy days of the early depression years the Convention, facing severe financial strain, discontinued its support of Clarke and voted to close the college. However, there was such a need for its unique service that the school continued to operate privately under a lease arrangement for fifteen years, until in 1946 the Convention resumed its support. Leasing the property and serving as president during this era were A. A. Roebuck, S.L. Stringer, C. Z. Holland, W. L. McMullan, Freeman S. May, J. L. Boyd and W. E. Greene. Dr. William Earle Green served as President from 1944 to 1954. Under his leadership there was marked progress along many lines—growth in enrolment, increased financial support, new buildings, and a larger place in the minds and hearts of Mississippi Baptists. Also, the college was accepted as a member of the Southern Association of Colleges and Secondary Schools in 1952, thus attaining full accreditation.

The longest administration in the history of the school began when Dr. W. Lowrey Compere became President on January 1, 1955 and contines to the present day. Under his leadership the college has continued to enlarge its endowment, its facilities, and its service to the denomination. Endowment that has grown from \$27,000 in 1954 to \$666,000 at the present time have helped greatly in the financial support.

The campus is a seventy-acre tract of land on which are located the buildings used

in the operation of the school and the homes for faculty members and studentd.

The Sanders Memorial Library (1956), the Cockrell Gymnasuim (1955), the Women's Dormitory (1957), Huddleston Hall (1961), the Science Building (1962), and the Lott Fine Arts Building (1968) reflect the strong and progressive programs of the college.

Of the 12 Southern Baptist junior colleges Clarke College places first in the the number of its alumni serving as Home and Foreign Missionaries. Many of the Baptist pastors, ministers of music, youth workers throughout Mississippi and other states are former students of Clarke. Many alumni are living useful lives as school administrators, teachers, lawyers, doctors, engineers, business people, nurses, secretaries, homemakers, and in various other fields. A majority of the Clarke College students continue their education at the Baptist Senior Colleges.

#### PURPOSE AND FUNCTION OF CLARKE COLLEGE

Clarke College, the Mississippi Baptist Junior College, is a part of the program of Christian Higher Education promoted by the Mississippi Baptist Convention. She seeks to maintain a qualified faculty dedicated to the task of relating Christian truth to all fields of study. The purpose of Clarke College is based upon two guiding principles: that liberal arts form the surest foundation for education, and the Christian faith provides the surest foundation for life.

As an institution of higher learning, Clarke College seeks to provide a sound educational program. Scholastic excellence is emphasized in terms of the faculty member's educational preparation and ability to teach and in terms of the student's needs and abilities to learn.

Clarke College conceives of its function as a junior college. The student is guided by a comprehensive program of counseling and guidance. The programs of study are four-fold:

First, the student may choose a course of study equivalent to and parallel with the first two years of the four year college or university work;

Second, a program of terminal study is provided for those who plan to go into certain vocational fields and who desire the influence and cultural environment of a college while pursuing this course of study;

Third, provision is made for other individuals who have no specific interest in study at a senior college or university, but who desire a program of personal development and general education to meet their cultural and citizenship needs;

Fourth, Clarke College strives to meet other educational needs of people in its

geographical area through community service and special educational opportunity programs.

The Administration, faculty, and staff of the college will continue to provide the requisite moral, religious, and intellectual training to fit students for the duties and responsibilities of life.

Someone has suggested "The Eleven Commardments of Good Business" with each of the commandments emphasizing the importance of the <u>customer</u>. A paraphrase of this emphasizes the importance of the student who is any college's customer, as follows:

#### THE ELEVEN COMMANDMENTS OF A GOOD COLLEGE

- A STUDENT....is the most important person in any college.
- A STUDENT....is not dependent on us we are dependent on him.
- A STUDENT....is not an interruption of our work he is the purpose of it.
- A STUDENT.....does us a favor when he comes we are not doing him a favor by serving him.
- A STUDENT....is a part of our college not an outsider.
- A STUDENT.....is not a cold statistic he is a flesh and blood human being with feelings and emotions like our own.
- A STUDENT....is not someone to argue or match wits with.
- A STUDENT.....is a person who brings us his wants it is our job to fill those wants.
- A STUDENT.....is deserving of the most courteous and attentive treatment we can give him.
- A STUDENT.....is the fellow that makes it possible to pay our salary.
- A STUDENT.....is the life-blood of this and any other college.

COPIED: PERSONNEL MANAGEMENT 3rd Edition; Chruden - Sherman; 1968
South-Western Publishing Company.

#### CHAPEL-ASSEMBLY PROGRAMS

In order to assure the student body of adequate opportunity for inspiration, information, and orientation in regard to Christ, the churches, and college and community affairs, there will be two sessions per week designated as chapel-assemblies, held from 10:45 to 11:35, on Tuesday and Thursday mornings.

One of these sessions each week will be considered as a free period assembly to provide for the student an opportunity to participate in secular and/or religious organizations. The other session (chapel) will be a brief period of announcements followed by a program of a religious nature. No program shall extend beyond the allotted 50 minute period. Attendance will be required on the part of the student for the chapel sessions.

On occasion, the administration will pre-empt organizational meetings or chapels for announced convocations. Required attendance at the announced convocations and chapels will be checked by the academic dean. The student will be permitted four (4) allowable absences each semester from required sessions. Unexcused absences in excess of allowables subject the student to disciplinary action. Copies of organization membership rolls are to be filed in the academic dean's office for reference purposes.

## FIRST SEMESTER

Aug. 26	First Chapel (President)	Oct. 19	(Open)
Aug. 31	Religious Organizations	Oct. 21	
	Rev. H. R. Denham	Oct. 26	Religious Organizations
	Secular Organizations	Oct. 28	
	Rev. Cliff Estes	Nov. 2	Secular Organizations
-	BSU Mass Meeting	Nov. 4	occurat organizations
	Rev. Ferrell Cork		(0)
-		Nov. 9	(Open)
Sept. 21		Nov. 11	
Sept. 23	Rev. D. D. Satterwhite	Nov. 16	(Mina Pont Conv.)
Sept. 28	Religious Organizations	Nov. 18	Miss. Bapt. Conv.)
Sept. 29	Rev. Fred Fowler	Nov. 23	BSU Mass Meeting
Oct. 5	Secular Organizations	2,0,0	(F. Mission Emphasis Begins)
Oct. 7		Nov. 30	Religious Organizations
Oct. 12	BSU Mass Meeting	Dec. 2	
Oct. 14	,	Dec. 7	
	(	the state of the s	
		Dec. 9	Lottie Moon Star (Convocation)
		Dec. 14	
		Dec. 16	(Final Exams)

#### SECOND SEMESTER

		(Convocation)	Feb. 17	
	17	Religious Organizations	Feb. 22 Feb. 24	Secular Organizations
	25	Secular Organizations	Feb. 29	(Open) (Mid-term Exams)
Jan. Feb.		(Open)		BSU Mass Meeting
Feb. Feb.		BSU Mass Meeting	The state of the s	Religious Organizations
Feb. Feb.		Religious Organizations		Secular Organizations

Mar. 30 Apr. 27 May 2 Apr. 4 (Open)
Apr. 6
Apr. 11 Religious Organizations (Open) May Honor Awards (Convocation) May 9 Apr. 13
Apr. 18 Secular Organizations
Apr. 20 May 11 16 (Final Exams) Athletic Awards May (Baccalaureate -- Graduation) May 18 Apr. 25 BSU Mass Meeting

# Section II

17 000

# THE FACULTY AND STAFF

II - 1	DIR	ECTORY FOR INFORMATION AND CORRESPONDANCE
	1.	General policies of the CollegeDr. Compere
	2.	General information, catalogue, literature, prospective student
	3.	Academic programsDean Vaughn
	4.	Transcripts and maintenance of student recordsMrs. Vaughn or Mrs. Sin
	5.	Testing and guidance recordsDean Vaughn
	6.	Expenses, payments, and financial arrangements for students
	7.	Men's Housing (Room assignments, keys, policies)Mr. Burt
	8.	Women's Housing (Room assignments, keys, policies)Mrs. McGaugh
	9.	Student Aid
	10.	Veteran AffairsDean Vaughn
	11.	Transportation
	12.	Student disciplinary actionsDr. Compere
	13.	LibraryMr. Sin
	14.	Use of facilities by outside groupsDr. Compere
	15.	Senior college relationshipsDean Vaughn or Mr. Burt
	16.	Religious programs
	17.	Publicity and PhotographyMrs. Charles Higgins
	18.	Employment of teachers and staffDr. Compere
	19.	Campus maintenance and custodial care
	20.	Food ServiceFood Service Manager
	21.	Insurance for facultyMr. Valentine
	22.	Rental property of college

23.	Retail s	ales	(Bookstore,	vending,	surplus	materials	Mr.	Vale	entine
24.	Athletic	sche	duling				Mr.	Van	Neste
25.	Registra	tion-			the site with which shall been shall be	and also seek and all had been talk the seek and all the seek	-De <b>a</b> n	Vai	ıghn

# II - 2. FACULTY CONTRACT SECTION

The success or failure of any educational institution is determined by what takes place in the classroom. It is the aim of Clarke College to provide the best in instruction. We are seeking for quality teachers and students.

Teachers can vitalize and make instruction effective by exhibiting enthusiasm, careful planning, use of audio visual aids, frequent testing, student participation, and varied methods and techniques. A good teacher will take a personal interest in each student, will endeavor to assist him to higher planes of truth and achievement, and will constantly seek ways and means to do a better job.

The teacher needs to keep up with the current reading and attend workshops and seminars in the field of his own discipline. Any teacher who fails to grow year by year tends to become stale in ideas and accomplishments.

Clarke College cannot be any greater than her teachers.

# II -2a. DUTIES AND RESPONSIBILITIES OF INSTRUCTORS

- 1. Teach organized courses in accordance with description published in the catalogue and in accordance with the schedule of classes. Follow basic policies of college and the basic textbook for the course.
- 2. Aid students in best techniques known on "How to Study". Study improvement materials are available in college library.
- 3. Counsel with students concerning any problem they may present.

  Instructors are in the best position to render effective counseling and should never lose an opportunity. Don't hesitate to use referral sources for problems that can best be handled by others.
- 4. Assist during registration in any assigned way.
- 5. Maintain accurate attendance and acedemic records on students. Make accurate, prompt reports to the Dean-Registrar and to the President when requested.
- 6. Emphasize to all classes the importance of prompt, regular, and continuous class attendance. You will record absences in your classes. The administration will assist you with any problems.
- 7. Counsel with students who are scholattically weak. Don't wait too long, but as soon as you can recognize the problem, approach it.

- 8, Attend all faculty meetings.
- 9. Attend regularly scheduled college functions -- concerts, lectures, plays, athletic events, etc.
- 10. Maintain ethical standards at all times.
- 11. Hold office hours for student consultation. Post your schedule on your office door. You should be in your office during the posted hours.
- 12. Live a personal life in general harmony with the ideals for which the institution was established
- 13. Maintain competence in your chosen academic field, constantly growing in the knowledge of the subject and in ability to present it effectively.
- 14. Spend at least two hours per week in the library. The "New Book" shelf is maintained for you. All new books are placed here for your perusal before they go into the regular collection. A shelf is maintained by the Academic Dean. Please use it to improve your effectiveness.
- 15. Teach students as individuals.
- 16. Carry on research for advancement in your field and for the improvement of methods of teaching it. Remember, your major responsibility is to teach.
- 17. Represent the institution in scholarly groups and before the constituency, the alumni, and the general public.
- 18. Cooperate fully in matters when requested to assist in any special effort.
- 19. Maintain membership in at least two professional societies.
- 20. Be concerned about the general manners and dress of the students in your class.
- 21. Be regular in chapel attendance.

MEETING OF CLASSES--All classes are to be met regularly, promptly, and for full class periods. In like manner classes must be dismissed promptly and according to schedule in order to enable students and faculty to meet the next classes on time.

TEACHER ABSENCES--It is expected that no faculty member will plan to be absent for an entire week on any activity not directly connected with the work of the College. A teacher who finds it necessary to be absent from any class will file with the Academic Dean a schedule indicating the disposition which will be made of each class during the anticipated absence. This schedule should be approved by the Dean in advance and filed at least one week

prior to the absence. In the event of an emergency, the teacher should call the Academic Dean's office, as early as possible, so that some arrangement may be made for each class.

ACADEMIC FREEDOM-- We acknowledge and freely grant those who teach at Clarke College freedom to follow their quest for truth and to interpret such evidence as may be proved factual to the students in our institution. We seek to restrict no one in what he believes. We do reserve the right to employ and support those who seek to build up the concept of life which we believe is vital for Christian democracy. Each faculty member is expected to read the digest of <a href="#">The Baptist Faith and Message</a>, last part of this section. If a teacher comes to hold a point of view so seriously out of harmony with the basic objectives and convictions of our supporting constituency that he resists and criticizes the same, such a teacher will be obligated to secure employment in an institution where he may enjoy his freedom with honor without adversely affecting the welfare of the college.

FACULTY TENURE—Continuing employment will be offered those full-time teachers, who have rendered satisfactory service for a period of three years. The awarding of such continuing employment is conditioned by the competency of the individual and the ability of Clarke College to utilize the instructor in the position concerned. Any appointment will be terminated for grave moral delinquency, incompetency, or insubordination.

RETIRENT--The normal retirement age for faculty members is sixty-five (65). An individual is normally expected to retire at the end of the school session following his sixty-fifth birthday.

A teacher above sixty-five may be employed according to special need on a year-to-year basis through the school year in which he reaches age seventy (70).

After he reaches age seventy, he may be employed on a part-time basis.

TEACHING LOAD—The normal teaching load is 15 to 18 credit hours per semester. The part-time teacher's load is figured on the basis of 15 hours. Only in an emergency may a full-time load of 18 hours be exceeded and even an emergency is not to be prolonged. Under no circumstances should thirty (30) scheduled contact hours be exceeded. A teacher teaching 15 hours per week and sponsoring some club and/or major activity is considered to have a full load. Clubs include Music Club, S.E.A., Science Club, the Literary Society, and others as needed. Major activities would include the sophomore play, the annual, library responsibility, and others as needed.

Two laboratory hours are equivalent to one teacher credit hour. One clock hour of piano, voice, or ensemble is equivalent to two-thirds of a teacher credit hour.

ADDITIONAL EMPLOYMENT—The attention of the faculty member is called to a statement on page 13 of STANDARDS FOR COLLEGES, Southern Association of Colleges and Schools: "The institution should have suitable policies to protect against the assumption of outside responsibilities by the faculty member which might cause encroachments upon either the quality or quantity of works he is employed to perform by the institution." It is assumed that a faculty member employed on a full-time basis will not accept any outside work which will in any way interfere with his obligation to the College or with the discharge of duties normally expected of him. Any additional employment by faculty members should be registered with the Academic Dean.

HOLIDAYS--Faculty members are not expected to remain on the campus during holiday periods unless they have administrative duties that must be performed. During the year the administrative offices will observe the following holidays:

1. The Thanksgiving weekend

3. New Year's Day

<sup>2.</sup> One week during the Christmas holidays

- 4. One week of Spring Holidays
- 5. Independence Day

The "one week" at Christmas and spring holidays may be so staggered that someone will be on duty during the normal office hours.

VACATIONS--Those who are employed on a twelve-month basis are entitled to a two-week vacation. Vacation time should be so planned that there will be the least interference with one's work or responsibilities.

INSURANCE AND RETIREMENT BENEFITS—The College provides payroll deduction for Protective Life Insurance and health and accident insurance with Colonial Life and Accident Insurance Company. The faculty member pays 190% of the cost of this program; however, the fact that the College pays this by means of a payroll deduction causes these rates to be considerably lower than the individual faculty member could get on an individual basis. Term life insurance is provided on a 59-50 matching basis with Teacher's Insurance Annuity Association. The teacher pays 50% of the premium and the College pays the other 50%. The College pays what amounts to four percent (4%) of the salary on a retirement plan with the Southern Baptist Annuity Board. The faculty member at his option may match this amount or have any amount withheld from his salary and deposited with the Annuity Board to provide an additional tax-sheltered Annuity fund, but is not required to do so.co.

SAIARY SCHEDULE--The salary structure for 1971-72 sets the base salary for the various levels of academic preparation as follows:

Master's degree\* \$6,300
Master's degree plus 30 semester
hours of graduate work \$6,500
Doctor's degree \$6,600

<sup>\*</sup>For those below the Master's degree, there is a deduction from the base salary. For Bachelor's Degree or equivalent base is \$5700.00. For Bachelor's plus 18 semester hours, \$5900.00.

The formula for increment will be 2% of the base salary for each year of teaching up to seven years,\*\* as follows:

First year	100%	of	base	salary
Second year	102%	of	base	salary
Third year	104%	of	base	salary
Fourth year	106%	of	base	salary
Fifth Year	108%	of	base	salary
Sixth year	110%	of	base	salary
Seventh year	112%	of	base	salary

# 17. - 3 OFFICE HOURS

FACULTY- You should post on your classroom or office door your class schedule and the hours when you will be in your office for student conferences. It is not unreasonable to expect classroom teachers to be on the campus a minimum of thirty hours per week. A college that professes a personal interest in students can only accomplish this through a feachers can adjust their schedules accordingly.

ALMINISTRATION- All personnel on twelve months pay shall observe the following work hours. Offices shall be open from 8:00 A.M. until 4:30 P.M. Monday through Friday. On Saturday both the Academic office and the Business office will open at 8:00 A.M. and close at 12:00 noon. Office workers within a specific office may alternate Saturday duty. Academic holidays are not staff holidays. General office personnel will be given the equivalent of two weeks vacation each year. One week will be at Christmas season; the second week will be taken during June or July.

<sup>\*\*</sup>In determining the salary of a new teacher at Clarke, credit will be given for as much as four (4) years of teaching in high school or college.

# II - 4 FACULTY MEETINGS

Faculty meetings provide us with our only opportunities to plan together and receive information relative to the operation of our total college program. Prior to the beginning of each semester, members of the faculty and administration come together for one or two days of conferences.

Regular meetings will be held in the SCIENCE BUILDING at the time shown below. Faculty meetings take precedence over all other meetings.

Institutional and personal schedules should be arranged to avoid conflicts.

EVERYONE IS EXPECTED TO BE PRESENT. Times of the meetings may be changed by the President.

#### DATES FOR FACULTY MEETINGS 1971-72

August 20-21	9:00 A.M.		Faculty Workshop
September 21	10:45-11:35 A.M.		Regular Meeting
October 19	10:45-11:35 A.M.		Regular Meeting List of students having difficulties All mid-term grades due
November 9	10:45-11:35 A.M.		Regular Meeting
November 16			Alumni Luncheon - Jackson, Miss.
December 3			Supper Meeting - Cafeteria
January 7-8	9:00 A.M.		Faculty Workshop
February 1	10:45-11:35 A.M.		Regular Meeting
February 29	10:45-11:35 A.M.		Regular Meeting
April 4	10:45-11:35 A.M.		Regular Meeting
May 2	10:45-11:35 A.M.		Regular Meeting
May 6	9:00 A.M.		End-of-Year Session
May 18	12:00 Noon	*	Alumni Fellowship Luncheon- Cafeteria

EACH FACULTY MEMBER WILL BE EXPECTED TO PARTICIPATE IN A CURRICULUM DEVELOPMENT SATURDAY WORKSHOP FOR HIS AREA OF WORK-TO BE SCHEDULED BY THE ACADEMIC DEAN.

# II - 5 Faculty Participation in Social and Cultural Events

Faculty members are expected to promote attendance at banquets, plays, recitals, athletic events, and church activities. We hope everyone will do all possible to make attendance at the programs attractive. Husbands and wives of faculty and staff are cordially invited to all social and cultural affairs of the college.

# II - 6 Faculty Committees

The Faculty shall participate in the development and determination of administrative policies of the college. This is to be done under the guidance of the President and with the aid of such standing committees as he may consider necessary.

#### Administrative Council:

- 1. Serve in an advisory capacity to the President in formulating internal policies of the college.
- 2. Provide the President with facts and information upon which to base administrative action.

President, Academic Dean, Business Manager, Chairman of Student Personnel Committee, Director of Development.

#### Admissions Committee:

- 1. Responsible for all matters related to student admission to the college.
- 2. Processes all forms submitted by the applicants, and, upon receipt of these forms, it evaluates applicants' credentials.
- 3. Notifies applicants when they are accepted for admission.

- 4. May request that applicants visit campus for testing and interviews.
- 5. Select students having characteristics consistent with the fundamental purposes of the college and its best interests.

Academic Dean, President, Dean of Women, Dean of Men

#### Athletic-Recreation Committee:

- Reviews and approves the Coach's recommended expenditures for intercollegiate sports;
- 2. Formulates policy regarding the issuance of masses, the use of athletic facilities for non-college functions, and any program or policy affecting the athletic program of the college.
- Assist in planning for annual spring presentation of athletic awards.
- 4. Reviews and approves the coach's recommended method of raising funds outside the budget.
- 5. Assist in planning for intra-mural sports and the presentation of awards.
- 6. Plan and promote recreational programs on campus.

Dean of Men, Business Manager, Faculty member, Student, Athletic-Recreation Director.

## Catalog Committee:

- 1. Secures, arranges, and edits the contents of the catalog.
- 2. Attempts an acceptable printing bid and works with the printer in the production of the catalog.
- 3. Reviews periodically ways and means of producing a more attractive and more informative catalog.

President, Acedemic Dean, Publicity Director.

#### Curriculum Committee:

- 1. Provide a curriculum in accord with the purposes and abilities of the college.
- 2. Facilitate the additions and revisions to meet changed conditions.
- 3. Consult students and teachers to discover exactly how courses are designed and how the course work is meeting the objectives set for them.
- 4. Recommend the use of new teaching and evaluation techniques and devices.

Academic Dean, Representative from each Academic Division.

# Disciplinary Committee:

- Conduct disciplinary hearings of problems referred to the committee by faculty and staff.
- 2. Counsels with students having disciplinary difficulties.
- 3. Maintains a confidential <u>Primary Disciplinary File</u> in the committee chairman's office.

Academic Dean, President, Deans of Women and Men

# Faculty Social Committee

- Plans and promotes social gatherings and functions for members of faculty, staff, and administration, and their families.
- 2. Makes visits, sends flowers, or does whatever is appropriate when sickness, tragedy, or death occurs in college family.

Mrs. J. L. Clark, Mrs. Woodrow Burt, Paul Brown

## Scholarship Committee:

- Assists in the formulation of policy in regard to financial assistance to students in the form of either scholarships or grants-in-aid.
- Receive and evaluate all applications for financial aid provided by the college.
- 3. Conduct hearings of problems referred to the committee.

  Admissions Counselor, Business Manager, Deans of Men and Women

# Library Committee:

- 1. Acts in an advisory capacity on allocation of book funds;
- Assists in the formulation of rules and regulations regarding the use of library materials;
- 3. Acquaints the faculty and students with the library program;
- 4. Assists the Librarian and the Academic Dean in formulation of a proposed budget;
- 5. Concerns itself with the improvement of the services and the physical plant.

Librarian, Mrs. L. G. Kee, Mr. James L. Spencer, Miss Juanita West.

## Student Personnel Committee:

- 1. Meets regularly each month in staff conferences;
- 2. Supervises the total student personnel program;
- 3. Functions within the framework of the Student Personnel Program in these areas; testing, guidance, counseling, and student activities.

Mrs. A. L. McGaugh, Deans of Women and Men, B.S.U. Director, Coach, two student representatives.

Student Publications Committee:

- 1. Conducts hearing of problems referred to the committee
- 2. Advises students publishing annual and monthly school paper.

  Publicity Director, Business Manager, Student editors.

#### II - 7 EVALUATION OF INSTRUCTION

Excellence in instruction is the mark of a good teacher. Such excellence is no accident; it is the result of concentrated effort toward improvement. The instructor should seek to learn from his students whether or not he is meeting their needs. Forms are available in the Office of Academic Affairs through which each instructor can sample privately student opinion of his teaching.

For the Faculty member wishing to conduct a self-evaluation use the following form. The following factors may be taken into consideration in the evaluation:

- I. The Instructor and the Student:
  - A. In the classroom
    - 1. Ability to transmit subject matter
      - a. Knows subject matter.
      - b. Makes learning experience meaningful through imaginative and challenging teaching.
      - c. Integrates materials, facts, and areas of learning-shows relationships.
      - d. Motivates students to creative ideas and discussions.
    - 2. Administrative Classroom Ability
      - a. Competence in assignments.
      - b. Testing and measurement, including interpreting and assigning grades fairly, on the basis of competent examinations (not all objective, but primarily essay).
      - c. Proper conducting and grading of all written work.
  - B. Outside the Classroom
    - 1. Guidance in and out of the classroom--in and out of his subject area.

- 2. Interest shown in campus activities -- concerts, counseling, advising, athletics, honor spaceties.
- Willingness to avail himself to students at all times, leisure, inviting students into home in small groups, etc.

## II. The Instructor as an Individual:

One who has such personal qualities that he is the example of scholarship, integrity, Christian living and loyalty.

#### III. Professional Growth:

- A. Use of the Library
- B. Continuation of Study and Growth
  - 1. Further class work.
  - 2. Higher degree earned.
  - 3. Revision of course materials be taught.
  - 4. Experimentation with new methods and techniques and results prepared for study and publication.
  - 5. Preparation and use of syllabi.
  - 6. Membership in at least two professional societies.

## IV. Relationship to the College:

- A. Endorsement and support of the college's program of Christian education.
- B. A cooperative team spirit in all areas of faculty and administrative activities: workshop, faculty meetings, departmental meetings, faculty committee assignments, testing, counseling, special events, etc.
- C. Chapel attendance and willingness to participate in chapel programs.
- D. Willingness to fulfill departmental duties: reports to president, dean registrar, Business manager; reporting final grades within 48 hours after each examination; maintain accurate record of absences from class; work with the dean in solving absence problems.

## V. Relationship with Community:

A. Participation in community affairs, service clubs, and holding public office.

- B. Membership in and active participation in life and work of the church of choice.
- C, Maintaining good relations with business establishments.

I.	Professor and Student	Poor	Fair 8	Average 15	Good 23	Superior 30
II.	Professor as an Individua	al O	7	13	19	25
III.	Professional Growth	C	5	10	20	30
IV,	Relationship with College	O 9	4	8	15	25
V,	Relationship with Communi	ityO	3	5	8	10

#### II - 8 PROFESSIONAL DEVELOPMENT FOR FACULTY

The college encourages each teacher to maintain membership in professional organizations in his teaching field. Instructors should attend meetings of these organizations but should avoid excessive absences from classes in so doing. Classes missed must be covered in any instructor's absence. The college will cover travel expenses for such trips but there is a budget limit for this matter. Proposed trips should be cleared through the Academic Dean and the President in advance.

Instructors are also expected to broaden their experience through continuing graduate study. Every teacher should take additional graduate work in his teaching field at least one summer every three years. The college will provide financial assistance up to \$150.00 for this study provided (1) At least eight quarter hours or six semester hours be completed within the year; (2) you are attending a university offering a doctorate in your teaching field; and (3) your courses are in your teaching field. (4) the assistance may be allowed to build up for as much as two years in which case sixteen quarter hours or twelve semester hours would be required. (5) applications are to be approved by the Dean and the President.

#### SECTION III

#### Academic Policies and Procedures

Faculty members should study the "Academic Policits" as printed in the college catalog. The following information is supplementary.

# III. 1. Class Attendance

Absences from any class are recorded accurately by the classroom teacher. Well-planned, well-prepared, enthusiastically presented subject matter and an interest in the student will go far toward holding class absence to a minimum.

The classroom teacher is responsible for recording attendance at every class meeting. The classroom teacher will determine whether an absence is excused or unexcused according to lists published by the Academic Dean. When the number of absences, excused or unexcused, equals four times the class periods per week, the student will be dropped from the course with a grade of FA. Emergency and excused absence lists will be posted near the faculty mail boxes in the academic office. When a student has used his "allowable absences" the instructor is expected to report the student's name and academic status to the academic dean.

#### III. 2. DROPPING AND ADDING COURSES

A student may add a new course at any time within the first two weeks of a semester and receive full credit, provided he has permission from the Academic Dean and provided he makes up the work to the satisfaction of the instructor. No student can receive credit for a course unless he is officially registered for the course.

Students may withdraw from courses according to the following schedule. From the beginning of the third week through the fifteenth week of the semester, a student who drops a course receives what he is

earning: WP(withdrawal passing) if he is passing the course of WF (withdrawal failing) if he is failing the course. No student may withdraw from a course during the last two weeks prior to the beginning of the final examination period. Should a student drop a course at any time without official approval from the Academic Dean, he will receive an "F".

## III - 3. THE CALSS PERIOD AND CLASSROOM

All classes are expected to meet according to the official schedule. Under no conditions should a teacher change. If necessary to accomplish the purpose of the class, such as a field trip, it must be cleared in advance with the Academic Dean. Any circumstances which necessitate an instructor's absence from a class meeting, such as illness, must be cleared with the Academic Dean and arrangements made to cover the class.

Do not dismiss any class early. Instructors should plan for and use all of the class time scheduled. Early dismissals disturb other classes and reflect poor planning on the part of the instructor. Bells are set to allow the five minutes between classes.

Class schedules will be shortened on special occasions:

Mond <b>ay</b> Wednesday Friday	lst Period 2nd Period 3rd Period 4th Period	8:00-8:25 8:30-8:55 9:00-9:25 9:30-9:55	5th Period 6th Period 7th Period	10:00-10:25 10:30-10:55 11:00-11:25
Tuesday Thursday	lst Period 2nd Period Chapel 5th period	8:00-8:25 8:30-8:55 9:00-9:55 10:00-10:25	6th Period 7th Period 8th Period	10:30-10:55 11:00-11:25 11:30-11:55

Other schedule formats allowing more time may be used.

Please do not change the room assigned to a particular class.

Any changes which are absolutely necessary should be cleared in

advance through the Academic Dean by the faculty member. Teachers are asked to assume responsibility for making classrooms attractive and useful. PLEASE SEE THAT THE LIGHTS ARE OFF AND WINDOWS CLOSED WHEN YOU FINISH THE DAY.

# III - 4. EVALUATION OF STUDENT PERFORMANCE

#### A. Grades

A = Superior; B = Excellent; C = Average; D = Below Average;

I = Incomplete; and F = Failure. No arithmetic distribution is set.

If you have doubts about a grade, consider all aspects of the student and his performance. In the case of required work not completed, give the student an "I". This allows the student some extra time and places the responsibility for an "F" directly upon him. If the student does nothing about an "I" given at the end of a semester, the grade becomes an "F" after 30 days of the next semester have lapsed. If the student does complete his work during the period allowed, an incomplete is easily changed on the permanent records.

It is sincerely hoped that each instructor will examine carefully the grades given. A "D" will not transfer to many senior colleges.

In addition, the cumulative average here and almost all senior colleges is fugured on hours attempted, not hours passed. In simple terms, this means that for every "D" on a student's record there must be a "B" on the same number of hours; for every "F" there must be two "B's" or one "A". Most students can make "C's"; they may, however, have difficulty making a "B" or "A" to pull up a "D" or "F" so that their cumulative average will be a "C".

Grades at mid-term and at the end of the semester should be in the Registrar's office within 48 hours following the mid-term

or final examination in each section. You should turn in the grades for each section as soon as you complete your averages. Grades must be mailed to parents within five (5) days following the end of a grading period.

# B. Mid-term Reports

Each instructor may use his own method of evaluating students at mid-term. A report will be made on each student who participates in the class through the mid-term examination. No grade will be made on any student who has been dropped officially.

End of First Quarter - October 15

End of Third Quarter - March 3

These reports do not become a part of the student's permanent record. Copies are sent to parents when grades are D or F.

Each faculty member should make an effort to have a personal conference with each student to discuss grades, test scores, and general work in the class.

# C. Reading, Projects, Term Papers

Faculty members frequently agree that students fail to see
the purpose in outside readings and projects unless the students
receive assistance beyond a reading list. Please give your
students outside readings and special projects, but advise them
about the work. Don't allow the students to postpone making
reports. Make regular checks on your library assignments throughout the semester. Do not make specific reading assignments in any
book or periodical unless you have read the material. Faculty members
are expected to make use of the library and keep abreast of all
materials available in the library. There is a direct correlation
between the productive library work of students and the use of the
library by instructors.

All major projects, such as term papers, reading reports and make-up tests should be complete two weeks prior to the final examination week.

No teacher should assign due dates for work during exam week. The week prior to exams is not, however, a vacation. Instructors may present new material to be covered on the exam and continue daily assignments. Students are expected to begin their preparation for final examinations.

# D. Testing and Final Examinations

Make every effort to work with your students at their level. It is poor teaching when the teacher tries to set one standard for all. Our students with superior native ability are frequently lost. Are we planning carefully for the needs of the individual? Please be aware of opportunities to motivate and challenge these. As a teacher you are expected to use your own techniques and knowledge to motivate students. Do not feel that you must follow someone else's technique. Feel free to try your own. The Academic Dean will discuss basic requirements and policies of the college, but you are free as a teacher to teach as an individual. Standardized tests in subject fields may be given from time to time. It is imperative to remember that our students are only first and second year college students. They are not graduate students.

Frequently students are not tested often enough during a semester. Consequently they must struggle with large blocks of material which have little internal unity. It seems reasonable that students should be tested 4-6 times during a semester, according to the technicality of the material, and that an instructor should have 6-8 major grades for each student at the conclusion of the course.

Written examinations covering all material in the course will be given at the end of each semester. Final examinations should count no more than 25% of the student's final grade.

# III -5. FACULTY ADVISING

During the year each faculty member will have an opportunity to work closely with individual students and student groups. The faculty advisor will meet with his advisees regularly. These will be compulsory meetings and will be held in regular rooms as assigned by the Academic Dean. These will afford an excellent opportunity for orientation to college standards, counseling, studying student handbook, college catalogues, discussion of student government, methods of building school spirit, etc. No advisor will ever have a greater opportunity to work for the best that is in each young person. No student should leave school unitl the advisor has had a chance to talk with him. Many times a kind word of encouragement will mean the difference in failure and success. Be ready to lend an ear with any problem. You can help solve many of their problems.

#### Section IV

#### INSTRUCTIONAL AIDS

# IV -- 1. BOOKS, BOOKSTORE, AND SUPPLIES

All books and materials used by students, except experimental materials for babroatories, are to be ORDERED AND SOLD through the bookstore.

Requisitions for all current books, supplies, etc., are to be presented ...
to Business Manager. No faculty or staff member can charge books to the College account.

Faculty members should deplete a supply of books before making a change in texts. If a change in text is made, the Academic Dean will refer approved change to the Business "anager. Give title, author, publisher, and address. The request will not be honored if very many texts are still on the bookstore shelves. Be sure you have checked on the supply in the store before discussing any change. Faculty members should present textbook selections to the Business "anager not later than May I each year. Each course must have a basic text to be used by all sections. (For example: all English 101 will use the same basic text.)

Do not hesitate to ask for teaching supplies if you need them. Please use what you request. We will buy capital items as often as money is available. Requests for the capital items (equipment, etc.) are made to the Academic Dean's office by the faculty member. Teachers will not request teaching supplies at the bookstore. Requisitions will be made at the Business Office by the faculty member.

The instructor's desk copy of the textbook should be ordered directly from the publisher. Book companies will be happy to supply you with a complimentary copy.

Do not ask to have items in the bookstore charged to you personally. The college does not supply paper, pencils, pens, paper clips, etc. for

individual teachers.

#### IV - 2. DUPLICATING OR PRINTING SERVICES

Duplication by photocopy, mimeograph, ditto, or use of the stencil cutting equipment is by FEE only. The service is by schedule and on a cash or cost assignment basis. No unauthorized personnel will be allowed to operate the equipment.

## IV - 3. VISUAL AIDS EQUIPMENT

Equipment is to be checked out from the library and returned immediately after use. There are movie projectors, film strip projectors, tape-recorders/players, and record players. In the library is a catalog of free films, filmstrips, materials, etc.

#### IV - 4. LIBRARY BOOKS

All library books will be ordered by the librarian. A large order should be placed in early September so that maximum use can be made of library funds expended during the year. Request cards for teachers are available upon request to the librarian.

Please remember that this is a junior college. Do not request specialized books of senior or graduate school level.

#### IV - 5. COURSE SYLLABI

Each faculty member is asked to prepare syllabi or outlines for courses taught. Each teacher is expected to keep on file in the Academic Dean's office a current, brief syllabus for each course he teaches. This should include a statement of course objectives, method and procedures, resources used, and methods of evaluating student progress and course effectiveness.

When a course is reorganized, or significant changes are made in presentation, a new cyllabus should be filed. Each instructor should prepare his own outline; not try to find one already worked out. If more than one

teacher instructs a course (example: English 101) then the specific instructors should develop a curriculum guide to be utilized for all sections of the course.

Occasionally, instructors like to offer seminars or courses in highinterest areas. Proposals requesting academic credit for such offering
must be filed in advance with the Academic Dean. The proposal should
include a content outline showing topics to be covered and a statement
regarding a class meeting and class procedure. Course work of this nature
lasts for one semester only unless the content necessitates an extension.
Care should be taken to assure the course work to be transferable... to
senior colleges or be clearly stated as terminal work.

# IV - 6. STUDENT ASSISTANTS, SECRETARIAL HELP

Academic student assistance allotments will be on the following basis:

- 1. Assistant work will be designated by the Academic Dean.
- 2. A humber of assistants will be hired to assist
  - a. in the college library;
  - b. in the music library;
  - c. in the academic office;
  - d. in the science laboratories;
  - e. in athletic-recreation activities
  - f. in division offices

Other student assistants will be placed in various administrative offices as well as maintenance, housing, and food services. Each student assistant will have an immediate supervisor who will

- 1. assign the work
- 2. keep accurate record of work time
- 3. turn it into the Business Office on Tuesday of each week
- 4. instruct the worker in policies as printed in college catalog and other announcements by the administration
- 5. cooperate with the administration in special task projects requiring joint efforts of student assistants.

SECRETARIAL HELP--The College provides some secretarial help for teachers for their academic work--course outlines, syllabi, test questions, etc. All such material should be channeled through the Academic office and

should be turned in at least two days before it is needed. If the teacher prepares his own stencils or ditto master sheets, the copy may be turned in one day before it is needed. The College is unable to provide secretarial help for private or personal correspondence.

#### Section V

#### BUSINESS OFFICE INFORMATION

#### V - 1. BUSINESS OFFICE POLICIES AND PROCEDURES

- Transportation and Travel: Where transportation on college business is authorized, the Business Office makes necessary arrangements. Since the college reserves the tight to provide transportation or to authorize reimbursement, it is necessary that this be cleared before a trip is made.
- Honorariums: Students and student groups representing the College shall report any honorariums paid for their performances. These monies will be placed into the student activities account.
- Purchases: Purchases are made only by authorized personnel. At any time you are authorized to purchase, please be sure that the invoice, bill, or other identifying papers are given you at the time of the purchase are brought to the Business Office. You should sign the firm's ticket even if not requested to do so.
- <u>Invoices</u>: All invoices, packing slips, or identifying papers received in packages sent directly to you should be signed and taken to the office.
- <u>Instructional Supplies:</u> Those which are used in the daily routine of teaching are secured in the Business Office.
- Instructional Equipment: A special instructional item or instructional equipment should be requested in sufficient time to have it available for use. Whenever possible these will be provided.
- Printed Forms: A printed form especially designed or used by a particular department is not stocked. It is incumbent upon the individual or department using it to see that sufficient stock is kept on hand. When placing a request for printing, please accompany the requisition with a copy of the form with such changes noted as are necessary.
- <u>Pay Periods</u>: For administrative and instructional personnel, checks will be available on the 15th day of the month.
- Insurance: Insurance coverage is not automatic -- you must request it.

  It is the responsibility of the insured to have the papers executed which are used to cover the insurance claim. These are secured at the Business Office and returned to it when they are completed.
- Books: Desk copies of books used in the classes are available to the teacher who must order them over his signature from the publisher.

Student Instructional Supplies: Items which you wish the bookstore to stock for your students must be requested several weeks in advance. It is hoped that you will acquaint yourself with the stock maintained which is adaptable to your area of work. Attempts have been made to stock additional learning aids in almost every area of study. Your suggestions as to additional ones will be appreciated.

Rent: Rent for college owned property is payable in advance on the first of the month.

Tools and Equipment: The Maintenance Department is equipped with only enough tools to do its work. Please do not ask to borrow them. Some equipment of the department can be rented. This, however, is only available at the convenience of the department and its work schedule.

Student Payments: So that you may understand and advise with your group the policy of student payments is outlined in the catalog.

Duplicating or Printing: Use of college equipment and services is by schedule and on a cash or cost assignment basis. Cash for personal use and cost assignment to college area of responsibility.

#### V - 2. STUDENT CHARGES

- 1. Check the current catalog for information
- 2. Check with Business Manager

#### Section VI

#### STUDENT PERSONNEL SERVICES

STUDENT PERSONNEL SERVICES is a program facilitating and supplementing the academic work of the College, fostering the student's adjustment and development in all phases of his life outside the classroom, and contributing to an understanding of his role as a citizen in the campus community.

This program is implemented by the faculty and staff and is coordinated through the Student Personnel Committee. It may be divided into three phases: Testing and Research, Guidance and Counseling, and Student Activities.

TESTING AND RESEARCH--The College requires the American College Test for new students. Testing services for achievement, study habits and attitudes, vocational interests, and personality are available upon request and at the discretion of the guidance staff.

The purposes of testing and research are:

- 1. To help in the administration of tests for placement and counseling at the beginning of the year.
- 2. To maintain the confidentiality of test results belonging to their advisees.
- 3. To recognize the utility and limitations of tests and measurements in advising students.
- 4. To cooperate in the process of institutional research studies and the implementation of findings.

GUIDANCE AND COUNSELING--This vital area of student services presents to the faculty and staff a challenging opportunity for promoting the potentials of students. Total and specialized participation by the faculty and staff is necessary for implementing this dervice. The teacher-counselor can assist in the program as follows:

1. By establishing a psychological atmosphere in the classroom situation conducive to learning.

- 2. By advising all students formally assigned for course instruction whether accomplished in the classroom or the faculty office.
- 3. By advising an assigned group of students during registration week in interpretation of test scores, program planning, course selection, or course scheduling.
- 4. By offering guidance regarding educational progress throughout the semester to those enrolled for instruction and to those assigned for advising.
- 5. By offering guidance through full-time trained personnel in each dormitory.
- 6. By offering medical assistance and direction through a registered nurse.
- 7. By referring at any time during the year to the Chairman of Student Personnel Services any student in need of special consideration.

STUDENT ACTIVITIES——A properly sponsored and supervised social life is a necessary part of any well-rounded college program. Such a program must have proper chaperonage to prevent possible discredit to those persons attending the activities and to the institution.

Each full-time faculty member is expected to assist. This serves not only to prevent such duties from becoming an onerous burden  $\mathfrak{upen}$  a few persons, but it also provides another opportunity for the faculty and student body to become better acquainted.

Concerning student organization, the faculty advisor shall serve as consultant to the studentleadership, attending all executive meetings and activities, and interpreting administrative policy when required. Special problems beyond the experience and control of the advisor should be referred immediately to the Student Personnel Committee.

Concerning student activities, faculty members may serve as proper chaperones. When a faculty member is not available, the organization may select proper chaperones from a list approved by the Student Personnel Committee.

#### Section VII

#### DEFINITION OF RESPONSIBILITIES

#### VII - 1. AREAS OF RESPONSIBILITY

- 1. The instructional program is under the direction of the administration and faculty.
- 2. The permanent records, grade reports, and faculty reports are kept in the academic office. Grades will be reviewed at each marking period by the Administration.
- 3. Proposals for use of students or college facilities for student activities must be approved by the administration. The value of student activities may be measured by the extent to which these activities contribute to the educational program of the institution. Participation of students in such activities should be restricted to those who meet satisfactory academic standards of work.
- 4. Matters relating to student life shall be handled by the Chairman of Student Personnel, Dean of Men, and Dean of Women. Any disciplinary actions must be reported to the President or the Chairman of the Disciplinary Committee.
- 5. The Food Service shall be handled by the Food Service Manager.

  <u>UNDER NO CIRCUMSTANCES</u> shall food be carried without permission from the dining hall by faculty or students. Any food problems may be referred to a food service committee composed of the manager and student representatives.
- 6. The campus nurse shall direct work at the nurse's station.
- 7. General supervision for maintenance and custodial care of buildings and grounds will be held by the Superintendent of Buildings and Grounds who will report to the Business Manager. If there is specific need for repair or maintenance jobs, the request should be written and handed to Mr. Burt in Huddleston Hall, Mrs. McGaugh in Women's Resident Hall, Mr. Costilow in BSU Center, Mrs. Clark in Classroom Building, Mr. Sin in the Library, Miss Hollingsworth in the Science Building, Mr. Brown in the Fine Arts Building, Mr. Van Neste in Physical Education and Recreation Area, or Mr. Valentine in the Administrative Center. All requests should be channeled through the Business Office.
- 8. The library and library staff shall be the responsibility of the librarian. Faculty members will be chosen on a rotation basis to serve periodically as night-time library supervisors. Night duty in library will be pro-rated according to faculty load. Faculty members teaching at night will be exempt from night duty.
- 9. The Bookstore and Post Office shall be the responsibility of the Business Office.

- 10. The following shall make regular oral or written reports to the President's Office:
  - A. Academic Dean Registrar
  - B. Business Manager
  - C. Chairman of Student Personnel Committee
  - D. Director of Development
- 11. All other personnel may present matters concerning their responsibilities or improvement of the College to any of the administrative offices. All matters are subject to review by the President. Staff meetings will be held from time to time. Notices of meetings will be given by the President.
- 12. The use of students or school facilities for purposes other than stated in the policies of the administration and faculty is prohibited.
- 13. Records in each administrative office are property of the college and under the supervision of personnel assigned by the administration. All information from such files is confidential and available by discretionary permission of supervisor only.

### VII - 2. FUNCTIONS OF TRUSTEES

Proper functions of trustees.

- A. Three important principles should govern broadly the assumption of functions by the board of trustees.
  - 1. The board is a legislative body, not an executive agency. It may delegate some of its legislative powers to the faculty or to other agencies. It should always delegate the application of its policies and should never try to perform executive acts.
  - 2. The board should recognize clearly the areas in which its members are personally competent and should always delegate authority over matters in which its members have no competence. This would imply, for example, that the board should delegate to the faculty the authority over the organization of the curriculum.
  - 3. The authority of the board resides only in the board as a whole. An individual member of the board, as such, has no authority whatever except as authority may have been specifically delegated to him.

#### B. External functions.

- 1. To represent the constituency and interpret social trends in terms of institutional policies.
- 2. To obtain funds for the operation and extension of the institution.
- 3. To bear the legal responsibility and authority for all aspects of the operation of the institution.

#### C. Internal functions.

- 1. To be responsible for final determination of institutional policies.
- 2. To select the chief administrative officer. The selection of a president is the single most important act of a board of trustees.
- 3. To consider and either confirm or reject recommendations of the president. No initiative should lie with the board on these matters.
  - a. Establishes the requirements for admission of students and for the general organization of the work of the institution, subject to recommendations of the faculty and administrative officers.
  - b. Grants degrees to those recommended by the faculty.

#### PRESIDENT

It is the responsibility of the President to:

- 1. Direct the operation of the school under the policies set forth by the Board of Trustees.
- 2. Report regularly to the Board of Trustees and make recommendations to it.
- 3. Serve as chief executive officer to the college administration, staff, and faculty.
- 4. Prepare the annual budget, with the assistance of the Business Manager, and present this budget to the Board of Trustees.
- 5. Recommend to the Board of Trustees appointments, salaries, and changes in personnel.
- 6. Work with the Education Commission of the Mississippi Baptist Convention and with the Convention, reporting and making recommendations.
- 7. Represent the College to the Baptists of Mississippi, to the various constituencies, to educational associations, and to the accrediting agencies.

- 8. Encourage continuous improvement of the instructional program and the quality of instruction.
- 9. Supervise the recruitment of students.
- 10. Supervise the planning, designing, and construction of all buildings and facilities.
- 11. Work with the Board of Trustees and the Director of Development in securing needed funds for the support of the college.
- 12. Inform the College personnel of long-range plans and directions of the school.

#### DEAN-REGISTRAR

# The Dean-Reigstrar:

- 1. Is responsible for the instructional program of the school:
  - a. Recommends additional courses, deletion of courses, and other changes in keeping with the purposes of the institution and needs of the students.
  - b. Studies the offerings of senior colleges in order to help the students in transferring.
  - c. Approves textbook adoptions.
  - d. Approves the purchase of instructional aids on advice of the faculty.
- 2. Assists the President in the selection of teaching personnel.
- 3. Presides over faculty meetings.
- 4. In cooperation with the President, appoints faculty committees.
- 5. Prepares schedule of classes.
- 6. Plans and directs registration:
  - a. Organizes the faculty to assist in counseling individual students.
  - b. Counsels with students regarding schedule changes.
  - c. Prepares student roster.

- 7. Maintains records on students, including academic and standardized test results, conduct, attendance, etc., and issues transcripts.
- 8. Serves as chairman of the admissions committee, keeping and evaluating admission data.
- 9. Prepares and distributes progress reports.
- 10. Prepares data for probationary program.
- 11. Compiles statistical records and special reports.
- 12. Maintains the official college calendar of activities.
- 13. Assists in the discipline of students.
- 14. Evaluates credits and approves applicants for graduation.
- 15. Coordinates graduation activities.
- 16. Represents the College in meetings of educational associations.
- 17. Serves as ex-officio member of all faculty committees.
- 18. Serves as director of summer school session.

#### VII -5. DUTIES AND RESPONSIBILITIES OF THE BUSINESS MANAGER

- 1. Works with the President in preparation of the annual budget.
- 2. Serves as custodian of funds and as disbursing agent.
- 3. Keeps financial records and prepares financial reports.
- 4. Acts as purchasing agent.
- 5. Supervises faculty and staff payrolls.
- 6. Is in charge of student work-scholarship program.
- 7. Directs the management of the physical plant.
- 8. Supervises auxiliary enterprises.
- 9. Counsels with students in matters of finances relating to College obligations.

### VII -6. DIRFCTOR OF DEVELOPMENT

It is the responsibility of the Director of Development to:

- 1. Work with supporting constituency and Alumni.
- 2. Enlist and lead an effective Advisory Council.
- 3. Organize and promote an Annual Support Fund.
- 4. Plan a long-range development program designed to enlist the support of a continuously increasing number of donors.
- 5. Promote a program of deferred gifts through wills, estate planning and trust funds.

#### VII -7. DUTIES OF DEAN OF MEN

- 1. Become acquainted with all male students (boarding and commuting) as soon as possible.
- 2. Make all room assignments and issue keys.
- 3. Prepare a file on each male student to include:
  - a. Home background, giving something of business of parents.
  - b. Any records of disciplinary actions.
  - c. Copies of any correspondance with parents or others about the student.
- 4. See that college policies are carried out.
- 5. Write a letter to parents, or persons responsible, when appropriate, where disciplinary action may be taken.
- 6. Work with Academic Dean in class absences.
- 7. Assist the Disciplinary Sommittee in disciplinary matters.
- 8. Serve as co-sponsor for Men's Dormitory Council.
- 9. Leave telephone number so you can be reached at all times.
- 10. Serve on the Student Personnel Committee.
- 11. Hold faculty status.
- 12. Serve as stand-by for campus emergencies.

#### VII -8. DUTIES OF DEAN OF WOMEN

- 1. Become acquainted with all female students (boarding and commuting) as soon as possible.
- 2. Make all room assignments and issue keys.
- 3. Prepare a file on each female student to include:
  - a. Home background, giving something of business of parents (type of work, etc.)
  - b. A written appraisal from the Dean of Women and Resident Advisors.
  - c. Any records of disciplinary actions. These are to be reported to the President, or to the disciplinary committee.
  - d. Copies of any correspondance with parents or guardians about the student.
- 4. See that college policies are carried out.
- 5. See that any damages to rooms, etc. are reported to Business Manager.
- 6. Write a letter to parents or guardians when appropriate, where disciplinary action is taken.
- 7. Supervise Resident Advisors. They make reports to you. Use them as members of your team. Never bypass them in problems relating to the dormitory.
- 8. Sponsor the Women's Dormitory Council.
- 9. Select resident advisors. At all meetings with counselors resident advisors should be invited.
- 10. Furnish Disciplinary Committee with details of serious discipline.
- 11. Supervise cleaning of buildings.
- 12. Make certain buildings are locked when school is not in session.
- 13. Leave telephone number so you can be reached at any time.
- 14. Maintain office hours.
- 15. Serve on the Student Personnel Committee.
- 16. Hold faculty status.

# VII -9. DUTIES AND RESPONSIBILITIES OF ADMISSIONS COUNSELOR

- 1. Assist the Academic Dean in student recruiting.
- 2. Be responsible for student recruitment:
  - a. High schools
  - b. Homes
  - c. Churches, and
  - d. Personal conferences

- 3. Serve as supervisor of college and area representatives.
- 4. Plan and coordinate High School Day activities.
- Serve as information liaison between academic office and publicity director.
- 6. Serve as financial aids counselor and liaison between the prospective student and the scholarship committee.
- 7. Maintain a financial aids file on each student.
- 8. Upon approval of the scholarship committee, notify the applicant or prospective student of financial aids decision.
- 9. As soon as the application has been accepted, give financial folder to Business Manager.

# VII -10. DUTIES OF LIBRARIAN

- 1. Supervise and direct the operation of the library in accordance with sound library practice and according to accrediting agency requirements.
- 2. Receive book requests from teachers and study them in relation to approved lists for junior colleges. Place orders for new books.
- 3. Order all supplies for the library.
- 4. Keep faculty, administration, and students informed of new library materials.
- 5. Issue a bulletin to all faculty members giving a list of new books.
- 6. Maintain a balanced library collection.
- 7. Teach students to use the library effectively and efficiently.
- 8. Supervise the work of student assistants.
- 9. Maintain regularly posted hours.
- 10. Approve all library invoices for Business Office.
- 11. Hold faculty status.

# TIL // Duties and Responsibilities of Music Activities Director

1. Supervise and direct the music activities program in accordance with policies set forth by the administration and faculty.

- 2. Be responsible for scheduling music activities
  - a. College Choir
  - b. Ensembles
  - c. Handbell Choir
  - d. Major productions in cooperation with college choirs director
- 3. Be responsible for proper care of assigned music facilities.
- 4. Maintain an accurate inventory on musical equipment and supplies with copies to the President and Business Manager by May 31 each year.
- 5. Maintain an accurate calendar of music activities. All fixed programs should be placed on the college calendar and no conflicts allowed.
- 6. Supervise expenditures for various music activities and make written requests to the Business Manager if funds are in budget. Submit to the Business Manager an accounting of all funds raised by students for the music activities.
- 7. Submit to the Business Manager all honorariums given on behalf of the college musical groups.
- 8. Submit a roster to the Academic Dean of those eligible to receive music awards.
- 9. Cooperate with other music instructors in auditions, curriculum planning, and program planning.
- 19. Actively solicit church and denominational support of the musical program.
- 11. Serve as college placement officer between qualified music students and churches.
- 12. Serve as Music Leader for Chapel.

# VII -12 DUTIES AND RESPONSIBILITIES OF THE ATHLETICS AND RECREATION DIRECTOR

- 1. Direct the academic program of Health, Physical Education, and Recreation.
- 2. Supervise and direct the intercollegiate athletic program in accordance with the policies set forth by the administration and faculty.
- 3. Be responsible for scheduling of all intercollegiate athletic events.
- 4. Be responsible for the proper care of athletic facilities.
- 5. Maintain an accurate inventory on equipment and supplies with copies to the President and Business Manager by May 31 each year.
- 6. Serve on Athletic Recreation Committee.
- 7. Act as advisor to the President in athletic affairs of the college.
- 8. Submit roster to the Academic Dean of those eligible to receive athletic awards. Establish guide lines for awards. See that they have real meaning.
- 9. Maintain an accurate file on all athletes receiving aid.
- 10. Supervise expenditures for various sports and make written requests to the Business Manager if funds are in budget. Each sport will have a definite operating budget (travel, telephones, supplies, equipment, laundry, officials, etc.) The budget must be guarded carefully for any post season activity in region or national.
- 11. Actively solicit the financial support by an administratively approved program. This program should eventually be able to pay for all intercollegiate athletics (scholarships, and operation).
- 12. Supervise student recreation center. Keep a good control of all equipment and facilities.
- 13. Maintain a calendar of athletic and recreational activities.
  All fixed programs should be placed on the college calendar at
  the beginning and no conflicts allowed between the following
  events.
  - a. Faculty Workshop
  - b. Academic Holidays
  - c. Faculty Meetings
  - d. Concerts
  - e. Examination Weeks (Exam week is dead week)
  - f. Ball games
  - g. Student organizations
- 14. Plan a complete recreational program for men and women to include:

- a. Intramurals
- b. Folk games
- c. Checkers, chess, ping pong, horseshoes, etc.
- d. Any other activity that may seem wise and good
- 15. Keep an accurate record on participation.
- 16. Make a weekly report to the Academic Dean's office covering activities, etc.

# VII -13. DUTIES AND RESPONSIBILITIES OF PUBLIC INFORMATION DIRECTOR

- 1. Prepare and disseminate publicity in news media
- 2. Develop literature for all areas of promotion
- 3. Build a wide-area system of radio and T.V. programs
- 4. Direct photography
- 5. Work with annual staff

# VII -17. DUTIES AND RESPONSIBILITIES OF CAMPUS NURSE

- 1. Prepare and maintain adequate health records for all students.
- 2. Supervise the operation of the nurses station.
- 3. Keep an inventory of equipment and supplies.
- 4. Hold regular sick calls as scheduled.
- 5. Maintain a file of health records of current students.
- 6. Assist students in making contact with the local health services and medical doctors.
- 7. Administer drugs as prescribed by physician(s).
- 8. The Registered Nurse shall be on duty from 9:00 a.m. to 11:00 a.m. each day (Monday Friday). If it is necessary for her to be absent during regular hours, she should notify the President's office so that notices may be posted. She is available by telephone at other hours in case of emergencies only.
- 9. Meals for patients will be brought from the dining hall by permission of the nurse or dean of women and men.
- 19. Absolutely no person is to be sent to a doctor for minor ailments such as scratches, headaches, minor cuts, simple sprains, etc. These can be treated by the nurse.

# VII -15. DUTIES AND RESPONSIBILITIES OF THE BSU DIRECTOR

- 1. Serve as director of all voluntary religious organizations and activities on the campus.
- 2. Promote student participation in local churches.

- 3. Enlist local church support in the religious programs of the college.
- 4. Promote a student-led program of evangelism, Bible study, and missionary emphasis.
- 5. Promote a sane social life with a definite religious emphasis.
- 6. Develop student leadership through an executive cabinet.
- 7. Be responsible for scheduling campus-wide religious activities on the college calendar.
- 8. Assist the administration in chapel appointments.
- 9. Serve as liaison between church pulpit committees and student ministers.
- 10. Serve as liaison between communities, charity organizations and the college.
- 11. Provide personal religious counseling.
- 12. Serve on the Student Personnel Committee.
- 13. Be responsible for the BSU Center.
- 14. Maintain regular office hours. If it is necessary to be absent during regular hours, notify the president's office.

# VII -1%. DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT OF BUILDINGS AND GROUNDS MAINTENANCE

- 1. Be responsible for operation, maintenance, repair, and upkeep of all college buildings and equipment. Purchase items necessary for general maintenance. Keep records of purchases; turn in copies of purchases to Business Office. Secure bids for janitorial cleaning materials from several suppliers.
- 2. Supervise maintenance personnel.
- 3. Maintain an accurate record of keys for buildings. If some are issued to others for distribution, he should make such record.
- 4. Maintain an accurate inventory of all maintenance supplies, furniture, and equipment. Supply a copy to the president in August and in May of each year.
- See that all buildings when not in use are kept locked at night and during holidays.
- 6. See that all grounds are well kept, especially the main academic and administrative areas.
- 7. Advise the Administration about ways and means of a more efficient operation.
- 8. Assist the Administration in supervision of any construction.

9. Furnish the Président, Dean of Men, Dean of Women, and Résident Advisors with telephone numbers for contact between hours of 5:00 p.m. and 8:00 a.m.

#### CUSTODIAL CARE

- 1. Plan daily schedule of work for each custodian.
- 2. Check on all custodial work daily, especially
  - a. Bathrooms
  - b. Hallways
  - c. Shower areas
  - d. Lounge areas
  - e. Study room areas
  - f. Classroom buildings
  - g. Gymnasium (work closely with Director of Athletics)
  - h. Grounds around each building should be kept clear of all debris, weeds, etc.
- 3. Keep an accurate inventory of all supplies. Make requests for new purchases to Business Manager.
- 4. See that supplies are used wisely and not wasted.
- 5. See that workers do not loiter around television areas. Keep them busy.
- 6. Assist in evaluation of best workers.
- 7. Check with Dean of Women and Men regularly to see if they have any suggestions for better cleaning, etc.
- 8. Plan your work for the next day the preceding afternoon so that no time is lost as the day begins.
- 9. Plan cleaning for buildings such as library and classroom buildings upon special occasions.
- 19. Report to the Business Manager every damage noticed as you travel through the buildings. Deans of Women and Men establish the charges to any student area and send reports to the Business Office.
- 11. Meet with staff when meetings are called.

# VII -17 Duties and Responsibilities of General Office Workers

- 1. One person in each of the following offices will be designated as secretary:
  - a. Office of the President (Secretary-Receptionist)
  - b. Office of Academic Affairs (Secretary-Records)
  - c. Office of Business Affairs (Secretary-Cashier)
  - d. Office of Development (Secretary)

The secretary of each office is expected to fulfill the duties of her particular office:

- a. Handling routine correspondence
- b. Directing communication
- c. Using all office equipment, including duplicating equipment when assigned personnel are not available
- d. Making routine decisions when needed
- e. Supervising other assigned personnel
- 2. Other general office personnel will be designated as clerk/typist according to assigned tasks.
- 3. All general office personnel are expected to:
  - a. Maintain scheduled office hours.
  - b. Perform assigned tasks.
  - c. Be responsible to immediate supervisors.
  - d. Maintain confidentiality of official information within each respective office.

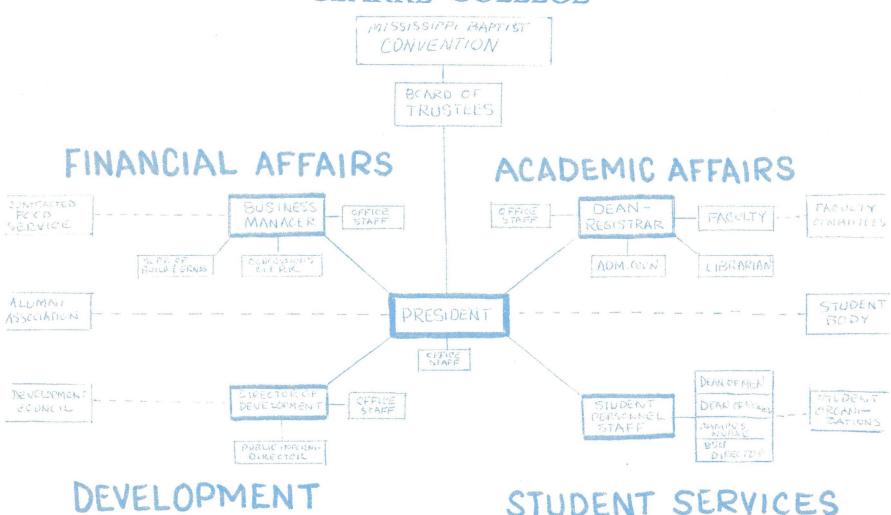
# VII -18 DUTIES AND RESPONSIBILITIES OF WOMEN'S RESIDENT ADVISOR

- Supervise the living quarters of the dormitory. Inspect rooms regularly. Make certain that the maid cleans all areas of the building regularly. Make certain that she sweeps any walks adjacent to the building.
- 2. Supervise all checking-out and checking-in personally, especially the latter on date nights.
- 3. Carry out requests of the Dean of Women in all matters relating to behavior of girls. Work closely with the Dean of Women with any problem cases.
- 4. Report disciplinary problems to Dean of Women.
- 5. The duty station is not to be left unattended when dormitory is open to visitors. Make certain that you are present or a responsible assistant is on duty who knows where you are.
- 6. You will have a regular duty schedule. Please follow the schedule. Do not leave the dormitory after hours or for the week-end without notifying the Dean of Women.
- 7. Make certain that your keys are never loaned to a student. If a door is locked, you should open it yourself.
- 8. After students leave you must supervise careful cleaning of every room, office, parlor, lounge, etc. in your building. This is the time for checking everything to keep your area in good condition. Have students clean rooms before leaving at close of session.

Duties and Responsibilities of Concession Clerk

- 1. Manage the bookstore.
- 2. Manage the post office.
- 3. Operate duplicating equipment.
- 4. Perform clerical duties in Business Office during summer.

# ORGANIZATIONAL CHART OF ADMINISTRATIVE RESPONSIBILITY FOR CLARKE COLLEGE



# FACULTY COMMITTEES